

## Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

**Unit Title:** Communication: Report Writing

**Ungraded Unit Reference Number:** UD33DEV24

**Module:** Developmental

**Level:** Three (3)

**Credit Value:** Three (3)

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the need for preparation and planning of a report	1.1 Analyse the terms of reference of an investigation
	1.2 Identify a range of secondary information and data for incorporation in a report
	1.3 Produce a report plan and appropriate section headings
2. Understand the need for structure and use of appropriate conventions in report writing	2.1 Write a report of at least 1000 words using: <ul style="list-style-type: none"> <li>a) Clear, coherent and logical structure and sections with appropriate headings</li> <li>b) Appropriate technical vocabulary and style</li> <li>c) Fluent, accurate English, observing conventions of grammar, punctuation and spelling</li> </ul>
	a) Evaluation of data and appropriate conclusions
3. Understand the use of referencing of sources and data in reports	3.1 Acknowledge sources of data and opinion quoted or paraphrased in the report
	3.2 Use an appropriate system of in-text referencing and produce a bibliography